

YOUTH SERVICES POLICY

Title: Food Services	Type: C. Field Operations
Next Annual Review Date: 04/20/2010	Sub Type: 6. Culinary
	Number: C.6.1
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References: State of Louisiana Sanitary Code-Chapter XXIII and Performance-based ACA Standards 4-JCF-4A-01, 4-JCF-4A-02, 4-JCF-4A-03, 4-JCF-4A-04, 4-JCF-4A-05, 4-JCF-4A-06, 4-JCF-4A-07, 4-JCF-4A-08, 4-JCF-4A-09, 4-JCF-4A-10, 4-JCF-4A-11, 4-JCF-4A-12; 4-JCF-1C-09; State and Federal laws regarding sanitation, the Federal Children's Nutrition Program and the Severe Need Breakfast Program	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 04/20/2009

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish policy, procedures and instructions pertaining to the Food Services program for secure care facilities.

III. APPLICABILITY:

Undersecretary, Assistant Secretary, Facility Directors, Facility Administrative Directors, Food Service Director for Youth Services, Facility Food Service Managers, Facility Food Service Supervisors and Facility Dietetic Managers.

IV. DEFINITION:

Custody Staff - all security personnel, including Youthcare workers and Youthcare supervisors.

V. POLICY:

It is the Deputy Secretary's policy to provide meals that are nutritionally balanced, well-prepared and served in a manner that meets established governmental health and safety codes.

VI. PROCEDURES:

A. Food Service Management

1. Food Service operations shall be supervised by a full-time staff member who is experienced in food management.
2. Facility Food Service Managers shall have the resources to provide three meals a day based on the standardized menu cycle and in compliance with the State of Louisiana Sanitary Code-Chapter XXIII relative to eating and drinking establishments.

B. Meal Service

1. When possible, cafeteria style dining areas, which minimize regimentation and provide adequate space for group dining for both staff and youth, shall be provided. Youth will be afforded at least 20 minutes of dining time for each meal.
2. Custody staff and/or Food Service staff shall supervise the serving of all meals in their respective dining areas. A Certified Dietetic Supervisor or other Food Service staff must be present.

C. Audits/Reviews

1. The Facility Food Service Manager shall conduct and document monthly reviews of Food Service equipment and operations to ensure that the requirements of this policy are met and that all required documentation, forms and records are completed and filed.
2. The Food Service Director shall conduct reviews and audits, as deemed necessary, to ensure the efficiency and effectiveness of Food Service operations.

D. Menus

1. The Food Service Director, in conjunction with Administrative Directors and/or Facility Food Service Managers, shall develop a standardized cycle menu plan. Such plan shall be reviewed and updated at least annually through scheduled Food Service workshops and shall include provisions for the determination of and responsiveness to youth eating preferences. Menus developed at these workshops shall be reviewed at least annually by a qualified nutritionist or dietician to ensure that nationally recommended allowances for basic nutrition are met.

2. Evaluations shall be conducted, at least quarterly, by facility food service supervisory staff to verify adherence to established basic daily nutritional and quantity and/or caloric requirements.
3. Facility Food Service staff shall plan menus in advance in accordance with the standard cycle menu and substantially follow the planned menus. Menu planning and meal preparation should consider food flavor, texture, quality, appearance, palatability, temperature and availability. Menus, including special and/or therapeutic diets, should be planned, dated and available for review at least one week in advance. Any substitution in the meals actually served should be noted on the original menu and should be of equal nutritional value. Food should be served as soon as possible after preparation and at appropriate temperatures.
4. Food items of pork or shellfish origin and dishes containing a mixture of milk and meat products shall be noted on the menu with asterisks for those with dietary restrictions.
5. A copy of the printed menu shall be posted at the head of the serving line(s).
6. All staff, visitors, guests and youth are to be served the same menu and portions, with the exception of officially approved religious diets and/or therapeutic diets for youth, planned special functions or other special events or occasions approved by the Director.

E. Meals

1. The standard menu shall not be varied for disciplinary reasons.
2. At least two of the three meals are to be hot and provided at regular intervals not to exceed 14 hours between the evening meal and breakfast. Variations are allowed based on weekend and holiday food service demands, provided all nutritional requirements are met.

A sample tray must be kept for 72 hours, and kept refrigerated at 41° Fahrenheit or below and shall not be frozen. Meals and/or snacks prepared on site and/or provided from outside sources, (i.e. Popeye's, Burger King, McDonalds) shall be held for 72 hours and kept refrigerated at 41° Fahrenheit or below and shall not be frozen.

3. Religious diets and/or therapeutic diets for youth should be as simple as possible and conform as closely as possible to the regular menu.

- a. Religious diets should be approved by the Chaplain. Youth will not be required to take foods that are forbidden by their religious beliefs or faith, and every effort shall be made to provide a nutritionally acceptable alternative as a replacement when the objectionable food is the main entree.
 - b. Therapeutic diets must be prescribed by the appropriate medical or dental clinician on staff. Preparation of such meals shall be supervised by a Registered Dietitian or staff designated by the Facility Food Service Manager. A therapeutic diet manual is available in the Health Service and Food Service areas for reference and information.
4. Facility Food Service Managers are responsible for providing nutritious meals within budget guidelines.
5. Participation in the Louisiana Department of Education's Severe Need Breakfast Program is required. Each facility shall complete the attached claim reimbursement forms SFS-7, SFS-8A and SFS-8C by the 10th of each month and submit to the Accounting department. This reporting requirement shall be coordinated with the Food Service Director.

F. Training

The Food Service Director shall coordinate with the Office of Management and Finance and facility training staff to ensure that training programs are made available and utilized by the Facility Food Service staff.

G. Health/Sanitation

1. It is the responsibility of the Facility Food Service Manager, or designee, to ensure the cleanliness and sanitation (including rodent control and spoilage control) of the kitchen areas by daily inspections [see Attachment C.6.1(b)]. Daily inspections of the Facility Food Service workers are to be performed prior to their going on duty. Weekly inspections of the dietary area are to be performed by a designated staff who should submit a written report to the Director documenting deficiencies whenever they occur [see Attachment C.6.1(c)].
2. Appropriate dress, cleanliness, medical problems and grooming should be noted. Food Service workers are expected to comply with the following:
 - a. wear clean uniforms;
 - b. wear covering (preferably nets) on their heads;

- c. keep hands and nails clean and well-manicured;
 - d. wash hands before going to work and before resuming work after breaks and going to the restroom;
 - e. wear gloves, when appropriate, to handle food;
 - f. keep hair clean and no longer than collar length; and
 - g. keep mustache hair no longer than one-half inch in length -- beards are not allowed.
- 3. The facility has a written Housekeeping Plan for the kitchen, dining area and surrounding in and outside of the food prep area to ensure daily, weekly, monthly cleaning of equipment and physical building.
 - 4. Contracts for waste disposal services in the Food Service area are maintained to ensure continuous services and are monitored for compliance.
 - 5. In addition to Federal and State laws, each facility shall abide by that area's applicable laws and/or regulations relative to employees handling and preparing food. Therefore, youth involved in any handling of food shall receive a pre-assignment medical examination and periodic re-examinations to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food and utensils. All examinations shall be conducted in accordance with the requirements set by authorities in the local area where each facility is located.
 - 6. All Food Service areas, including dining halls, food preparation areas and all equipment will be routinely inspected on a daily basis by Administrative, Medical or Food Manager(s). These areas may also be inspected by the Administrative Director or designee.
 - 7. Periodic inspections of facilities and equipment will be provided by the YS Central Office Food Service Director, the Louisiana Department of Health and Hospitals, State Fire Marshal, USDA Federal Inspectors, and other interested parties to ensure that established health, fire and safety codes are met and adhered to.

H. Designated Health Authority

Each facility shall designate a health authority with responsibility for dietary services rendered to the youth. The services will include, but are not limited to: special diet orders that ensure the provision of a nutritionally adequate diet for the youth's appropriate age, sex and activity, and approval for work detail in the dining hall/kitchen.

I. Food Service Facilities and Equipment

1. Food Preparation Areas – Food preparation areas include a space for food preparation based on population size, type of food preparation, and the method of meal service.
2. Storage Facilities – Sanitary storage facilities for foods requiring temperature controls and/or refrigeration will be provided. Storage periods for refrigerated foods will be determined by the Facility Food Service Manager. All foods stored in coolers, freezers, pantries and warehouses are dated with the date that foods were received and are rotated with the oldest inventory being used first (FIFO). All stored foods are to be kept a minimum of six inches off the floor and eighteen inches from the ceiling.
3. Temperatures
 - a. Shelf goods, other than commodities, are maintained at 45 to 80 degrees Fahrenheit;
 - b. Commodity shelf goods are maintained at 45 to 70 degrees Fahrenheit;
 - c. Refrigerated foods are stored at 35 to 40 degrees Fahrenheit;
 - d. Frozen foods are stored at 0 degrees Fahrenheit or below;
 - e. Water temperatures are determined by the local health officer.
4. Temperature Logs
 - a. Temperatures in all refrigeration/freezer units are to be monitored three times daily (at the beginning of the day, mid-day and at the end of the day). Temperature logs are to be maintained, showing the date and time temperatures are checked, as well as the signature and title of the person logging the information;
 - b. Dishwashing water temperatures are monitored three times daily (at breakfast, lunch and supper). Temperature logs are to be maintained, showing the date and time temperatures are checked, as well as the signature and title of the person logging the information;
 - c. Any temperature deemed to be out of acceptable ranges shall be reported for repairs/maintenance as appropriate. A notation of this report shall be noted in the temperature log.
5. Proper hand wash basins and toilet facilities are available for staff and youth assigned to kitchen areas.

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J. Budgets, Purchase of Foods, Supplies and Cost Accounting

1. Food budget requirements shall be established within each facility.
2. Cost accounting shall be designed and used to determine the cost per meal per youth and the estimation of Food Service budget requirements. The facility budget request will include these needs.
3. Purchase of foods, supplies and equipment shall be in compliance with all established Youth Services policies, State and/or Federal rules and guidelines.

K. Records/Documentation

1. Facility Food Service staff shall implement and maintain an accurate count of the number of meals served during each meal period.
2. For reporting purposes, the facility's operational youth capacity shall be used to determine food cost.
3. Inventories of purchased food, as well as U.S.D.A. commodities, will be conducted on the last day of each month by Facility Food Service Managers and the report forwarded to the Food Services Director at YS Central Office by the 10th of the following month.

Previous Regulation/Policy Number: YS Policy No. C.6.1

Previous Effective Date: 04/13/06

Attachments/References:



SFS-7, SFS-8A and SFS-8C.xls



C.6.1 (b) - Daily Dining Hall Inspection 11-09.doc



C.6.1 (c) - Weekly Dining Hall Inspection 11-09.doc

Reference: SFS-8B School Lunch/Breakfast Income & Expense Report